San Diego Public Library Catalog



Search Tips

In the catalog (see screen below), you can do a words or phrase, author, title, subject, series, or a periodical title search. You can also access the Advanced Catalog Search screen by clicking on **Advanced Catalog Search** phrase.



Words or Phrase (similar to a Keyword search)

Type in your search terms and click Search. You can also combine search terms using AND, OR, NOT. For example:

- Just who will you be
- *dresses and heigl* (27 dresses)
- Seuss not butter (any book by Dr. Seuss except The butter battle book)

Author

To find titles by one author, type in the last name (first name if you have it) and select Author from the pull down menu and click on Search. For example:

- David Baldacci
- Baldacci David

To find titles by more than one author, type in both last names (first names if you have them), select Author from the pull down menu and click on Search. For example:

• Douglas Preston and Lincoln Child

Title

To search for a title, type in a few words, select Title from the pull down menu and click on Search. For example:

- T is for trespass
- Audition
- Sundays at Tiffanys

To search for an **exact title**, go to the Advanced Catalog Search screen and click on **Browsing** (top right under Catalog Searches). Type in the title, and select Title from the menu. An aphabetical list is displayed where your search term would appear, if owned by the library.



Subject

To search for a subject, type in a few words of the subject, then select Subject from the pull down menu and click on Search.

For example:

- jaguar repair manual
- *olympic games*
- Paris guidebooks (also try Words/Phrase: Paris and guidebooks)

<u>Series</u>

For titles in a series, type in the title of the series, select Series from the pull down menu and click on Search. For example:

- Magic School Bus
- Adventures of the Bailey School kids
- Left behind

Periodical Titles

For periodical titles (magazines, newspapers, etc.), type in the title you are trying to find, select Periodical Title from the pull down menu and click on Search. For example:

- Architectural Digest
- People Weekly
- Newsweek

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Advanced/Combined Searches

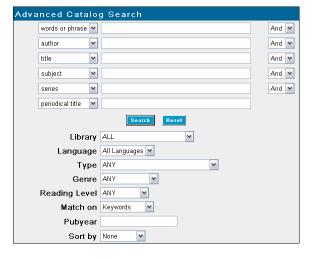
For more choices, click on Advanced Catalog Search and fill in the appropriate fields with the information you want to find.

Limiting Searches

Click on Advanced Catalog Search phrase.

Make selections from the pull-down menus for Library, Language, Type, Genre, Reading Level, and Publication year. Some common Item Types include Book, DVD Video, Audiobook on CD, Music CD, Downloadable Audiobook and more.

You can also select how you want your terms searched such as Keyword, Left to Right, or Exact Content and how your search is Sorted.

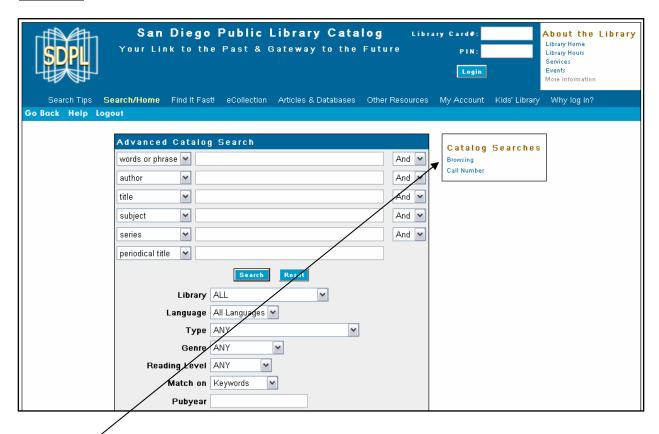


Substitution and Truncation

Use the **question mark** (?) symbol as a substitute for a missing character in a search term. For example, type **wom?n** in the search field. The appropriate records containing either "woman" or "women" will be displayed.

Use the **dollar sign** (\$) symbol to truncate a search term. The \$ can represent a single character, many characters, or no characters. If you follow the \$ symbol with a number, the system limits the number of characters matched. When more than one term in a search expression is truncated, each term is searched for all variations. For example, if you enter **JAME**\$, the system locates the specified records containing the terms "Jame," "James," "Jameson," and "Jamerton."

Browsing



You can switch to browsing from the Advanced Cataloged Search screen by clicking the **Browsing** link in the Catalog Searches box.

Browsing searches produce a list of author, title, subject, series, and/or periodical title headings in the alphabetic vicinity of your search word. To the right of each item on the list, the number of items with the word in a subject heading displays.

Once the browse list displays, click any item to see the Search Results for that item. If available, you can search Web Resources for similar browse list items.



Enter your search term in the Browse on box. The click on the search type such as author, title, subject, series, or periodical title.